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STANDARD FORM NO. 64

Approved For Release 2001/07/28 : CIA-RDP78-03991A000500050036-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 4 May 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (25 - 29 April 1955)

1. GENERAL

25X1A a. Shuttle Run to [REDACTED] (New Item--Completed)

Two regularly scheduled shuttle truck runs were made during the week between the [REDACTED]. The first, on 25 April, transported 13,874 pounds of general cargo. The second truck, on 26 April, carried 16,627 pounds of general cargo. The second truck returned by way of [REDACTED] in order to deliver approximately 12,000 pounds of fibre board cartons to that installation.

25X1A

b. Special Truck Runs (New Item--Completed)

During the week three non-scheduled truck runs were completed as follows:

25X1C

[REDACTED]

(3) On 28 April, approximately 17,000 pounds of communications equipment were moved to the [REDACTED] for shipment on [REDACTED]

25X1A

25X1A

2. PROJECTS AND STUDIES IN PROCESS

a. Headquarters and Field Regulations on Motor Vehicle Accidents
(Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the [REDACTED] Regulation will begin as soon as one other priority regulation, [REDACTED] Motor Vehicle Replacement Standards, has been completed.

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b. Railway Express Shipments (New Item--Completed)

Five shipments, weighing a total of 415 pounds, were made through Railway Express:

<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Requesting Activity</u>
[REDACTED]	86	Typewriters	Supply
	35	Printed Forms	Contact
	37	Printed Forms	Contact
	193	Laminating Press	Procurement
	16	Office	Contact

415

c. Movement of Records Center to the [REDACTED]
(Completed Item)

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The movement of the Record Center from [REDACTED] which began on Monday, 21 March 1955, was completed on schedule on Monday, 2 May 1955. During the entire period of the move, two tractor-trailers were dispatched to [REDACTED] each working day, making a total of 62 round trips, and moving the following material:

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18,500 boxes of records, weighing 555,000 pounds
737 sections steel shelving, weighing . 235,000 pounds

Total 790,000 pounds

The smoothness with which the move was accomplished is attributed to the excellent cooperation received throughout the move from the following activities:

Records Management Division, Management Staff, DD/S
Supply Division, OL
Real Estate and Construction Division, OL
Physical Security Division, SO
[REDACTED]

25X1A

d. Bus Transportation for Agency Personnel (New Item--Completed)

Arrangements were made to provide Agency bus transportation service for two groups of Agency personnel as follows:

(1) Transportation for nine persons from Office of Training on 25 April 1955 from Eye Building to the [REDACTED] and return. The bus departed at 0930 hours and returned at 1600 hours.

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(2) Transportation for 18 persons on 26 April 1955 from Eye Building to [REDACTED] and return for Security Office. The bus departed at 0830 hours and returned at 1300 hours.

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4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas. Completion of this objective is being delayed pending security clearance of specified officials of the commercial firms involved.

PERCENTAGE COMPLETED: 70%.

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 50%.

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 85%.

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to ensure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 50%.

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e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 50%.

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 80%.

g. Preparation of plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeurs' waiting room. Plans have been completed and actual work was started on 27 April and is expected to be completed by the end of May.

PERCENTAGE COMPLETED: 70%.

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 50%.



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